

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 4 January 1950

25X1A9a

FROM : [REDACTED]

SUBJECT: Report of Operations by the General Services Branch during the month of December, 1949.

Volume: .

- a. Requests for services on hand prior to December 14
- b. Requests for services received in writing during December 136
- c. 1. Orders submitted to GSA chargeable to quarterly encumbrance. 70
- 2. Special orders submitted to GSA not chargeable to quarterly encumbrance. \$157,745.00 34
- 3. Orders submitted to GSA nonreimbursable 37
- 4. Approximately 1700 phone calls received during December.
- d. Space moves during December 7
- Total personnel moved 42
- Equipment moves 10
- Man hours worked by GSA 262
- Estimated cost \$373.40
- e. Requests for services on hand December 31. 24
- f. Reimbursement to GSA for regular assigned laborers to warehouse. 3224 man hours \$4513.60
- g. Protective Services (GSA Guard Posts) 81
- Reimbursable Posts - \$35,100.00 26
- Non-reimbursable Posts
- h. Monies paid to GSA during month of October
- GSA Guards \$32,307.11
- GSA Laborers and trucks 10,248.78
- Alterations and Installations 5,172.92
- Miscellaneous 917.12
- i. Problems: None

Attachment

Document No. 1

NO CHANGE in Class. ☐☒ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763